



CITY OF CARMEL, INDIANA - DEPARTMENT OF COMMUNITY SERVICES

TEMPORARY USE APPLICATION OUTDOOR DISPLAY, OUTDOOR SALES, & SEASONAL OUTDOOR SALES

DIVISION OF BUILDING AND CODE SERVICES

INCOMPLETE APPLICATIONS WILL DELAY PERMIT REVIEW.

TEMPORARY USE REGULATIONS AND PERMIT REQUIREMENTS ARE ON BACK OF APPLICATION.

This application is for temporary uses utilized by local businesses and includes all temporary outdoor displays and sales including but not limited to: grand opening sales, sidewalk sales, seasonal or holiday sales (i.e. Christmas trees, pumpkins sales, firework sales), and roadside stands (i.e. vegetable/fruit stands) as regulated by §25.22 and §25.24 Additional Use Regulations of the Carmel Zoning Ordinance.

APPLICANT/ OWNER INFORMATION (PLEASE PRINT OR TYPE)

COMPANY NAME: _____ PHONE #: () _____

APPLICANT NAME: _____ FAX #: () _____

ADDRESS OF APPLICANT: _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PROPERTY OWNER NAME: _____ PHONE #: () _____

ADDRESS OF OWNER: _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

TEMPORARY USE INFORMATION

NAME OF BUSINESS/ORGANIZATION: _____

ADDRESS OF TEMPORARY USE: _____

DATE(S) OF PROPOSED USE: _____ HOURS OF OPERATION: _____

DESCRIPTION OF TEMPORARY USE: _____

WILL TEMPORARY USE REQUIRE A TEMPORARY STRUCTURE (i.e. tent, stand or mobile unit)? YES or NO

If so, what type of structure (indicate size): _____ Mobile Unit Certification # _____

ADLS DOCKET NO. _____ DATE OF APPROVAL: _____

CERTIFICATION AND NOTICE OF INTENT TO COMPLY

I hereby certify that I have the authority to make the foregoing application, that the application and plans filed with the application are correct, and that the operation and conduct of the temporary use will conform to the regulations of the Carmel Zoning Ordinance.

Signature of Applicant (REQUIRED) _____

Signature of Property Owner (REQUIRED) _____

OFFICE USE ONLY (DO NOT WRITE IN)

PERMIT #: _____ ZONING: _____ PARCEL #: _____

APPLICATION REVIEWED BY: _____ DATE: ____/____/____

REQUIRED INSPECTIONS:

☐ ELECTRICAL (B&CE) ☐ SITE (PLANNING) ☐ FIRE DEPARTMENT

Call (317) 571-2444 to schedule Electrical & Site Inspections

Call (317) 571-2600 to schedule Fire Department Inspection

PERMIT FEES:

☐ \$277.50 (Use Permit Fee)

☐ \$104.00 (Site Inspection Fee)

☐ \$83.00 (Sign Permit Fee)

☐ Fee Waiver for Local Non-profit
Organization per § 25.24

TEMPORARY USE PERMIT WAS ISSUED ON ____/____/____

AND IS VALID FOR _____ DAYS, UNTIL ____/____/____

TOTAL FEES DUE: \$ _____

TEMPORARY USE REGULATIONS AND CHECKLIST OUTDOOR SALES & SEASONAL OUTDOOR SALES

REGULATIONS:

- **REFER TO §25.22/§25.24 OF THE CARMEL ZONING ORDINANCE FOR THE FOLLOWING REGULATIONS:**
- **PERMITTED SIZE OF USE:** When located on a property with a primary structure, the outdoor sales display area may not exceed five-percent (5%) of the size of the lot which contains the structure.
- **LOCATION ON SITE:** Use or Display may **NOT** be located within or encroach upon any of the following: any minimum required yard, any drainage easement, fire lanes, maneuvering aisles, or any parking spaces required to meet the minimum parking requirements of the other uses of the lot or parcel.
- **OCCUPATION OF PARKING SPACES:** Sales/displays may be located within parking areas provided: it **DOES NOT** interfere with pedestrian/vehicular access or parking, it **does not** create a visibility obstruction to moving vehicles within a parking lot, **and it shall not** exceed six (6) feet in height above the grade level of the parking lot or nine (9) feet for seasonal outdoor sales.
- **DURATION OF TEMPORARY USE:** Outdoor sales shall not exceed **five (5) consecutive days** per permit and only **three (3) permits** shall be issued per property per year. Seasonal outdoor sales shall not exceed **(30) consecutive days** per permit unless granted otherwise by the Plan Commission and only **one(1) permit** shall be issued per property per year.
- **ADLS APPROVAL:** 'Outdoor Sales' do not require ADLS approval, however 'Seasonal Outdoor Sales' must receive a one-time ADLS approval from the Plan Commission prior to being approved, however a temporary use permit will still be required each season. ADLS applications may be obtained and submitted from the Division of Planning and Zoning.
- **TEMPORARY SIGNAGE:** A temporary sign permit is required which allows for **ONE** sign, maximum of thirty-two (32) square feet in size and six (6) feet in height. Must not obstruct Vision Clearance. Two (2) copies of sign information depicting size and copy of signage must be submitted with this application. (Carmel Zoning Ordinance §25.07.03-06)

CHECKLIST FOR APPLICATION:

1. ☐ **TEMPORARY USE APPLICATION:** Two (2) copies of completed application are required.
2. ☐ **SITE PLAN:** Two (2) copies are required which shows the following information:
 - a. Adjacent public road right-of-way
 - b. Location of temporary business; show set back from the public right-of-way, minimum of 25'.
 - c. Show number of on-site parking spaces, site circulation, and entrance drive.
 - d. Show distance from all existing buildings and property boundaries.
 - e. Location of any easements within 50' of any structure.
 - f. Show any exterior lighting relative to temporary business.
 - g. Location map
 - h. Submit Covenant that addresses the professionalism of the operation (which would include, but is not limited to appearance, up-keep, maintenance, etc. and if any of the covenanted issues are violated, the permit may be revoked at the discretion of the Director).
 - i. Show where any signage will be located on site plan. Two (2) copies of sign information depicting size and copy of signage must be submitted with this application. (Note temporary sign regulations).
3. ☐ **FOR MOBILE UNITS:** Supply mobile unit certification number issued from State Fire Prevention & Building Safety, Division of Code Enforcement. And submit one copy of mobile unit structure plans (i.e. floor plan, overall dimensions, standard equipment, restroom facilities and egress).
4. ☐ **PROOF OF ADLS APPROVAL:** Seasonal Outdoor Sales must provide proof or documentation of their ADLS approval by the Plan Commission. Each season the temporary use must be consistent and operate within their approval.

REVIEW & APPROVALS:

The following Departments will review and approve all temporary use permit packages and may require inspections: Building & Code Enforcement, Planning and Zoning, and the Carmel Fire Department.

FEES:

Temporary use permit fee is **\$277.50**. Temporary Sign permit fee is **\$83.00**. Inspection fee is **\$104.00**.